



OBTAINING A TEMPORARY OPERATING CERTIFICATE

When is a temporary operating certificate required?

- ✓ After the inspection of a new installation that meets Part 19 requirements for construction use.

1. The inspector needs to inform the general contractor or person responsible for obtaining temporary operation that they MUST contact our office and obtain the certificate prior to operating the unit!
2. The inspector or general contractor needs to contact Amiee Forck at (573) 751-2263 as notification they have been approved for temporary operation. This will insure that the permit is issued as soon as possible. The fee for a Temporary Operating Certificate is \$75 per 30-day period. Temporary Operation is only allowed for 90 days. If you need 60 days to comply feel free to submit \$150 for a 60-day certificate.
3. A copy of the inspection report along with a check or money order needs to be submitted to this office OR the inspection report can be faxed to (573) 526-5971, along with a cover letter stating when the fees will be mailed and a copy of the check or money order. Please make checks/money orders payable to MO Division of Fire Safety. Our physical address is MO Division of Fire Safety, 2401 E McCarty, Jefferson City, MO 65101 for overnight packages.
4. Upon receipt of the fees within 24 hours our office will mail the temporary operating certificate OR if you would like to operate prior to receiving the certificate by mail, a copy can be FAXED to you. Make sure to provide a return fax number.
5. A permanent State Operating Certificate will only be issued after a re-inspection is conducted confirming the unit is in compliance.